



REQUEST FOR PROPOSAL (RFP)

Mount Rogers Community Services is currently soliciting proposals for Ligature Resistant Bedroom Furniture for 12 Bedrooms at our new Wythe Youth Crisis Stabilization Facility located at 4419 East Lee Hwy, Max Meadows, Va.24382.

RFP # RFP-2022001 (Bedroom/Dining Room Furniture)

Issued: June 27th, 2022

Proposals are due by 4:00 p.m. on July 15th, 2022

Proposal packages can be obtained from the link below. If anyone should have a problem obtaining bid package from the internet, please contact Procurement Manager/Bid Officer and other arrangements can be made.

Link: <http://www.mtrogerscsb.com/rfp-submission.html>

Proposals should be delivered or mailed to receptionist and labeled:

Mount Rogers Community Services

770 West Ridge Road

Wytheville, Va. 24382

Attention: Procurement Officer

***Mount Rogers CS reserves the right to reject any or all bids.**

Proposals received after deadline will be rejected.

Any questions please contact Paul Jones

Signature:

TABLE OF CONTENTS

	<u>PAGE</u>
I. <u>COVERSHEET</u>	1
II. <u>TABLE OF CONTENTS</u>	2
III. <u>INVITATION FOR BIDS (IFB) #IFB-2021003</u>	3
IV. <u>SCOPE OF WORK/SPECIFICATIONS</u>	4
V. <u>PREBID CONFERENCE</u>	5
VI. <u>IFB INSTRUCTIONS & REQUIREMENTS</u>	6
VII. <u>GENERAL TERMS AND CONDITIONS</u>	7
VIII. <u>SPECIAL TERMS AND CONDITIONS</u>	8
IX. <u>PRICING SCHEDULE</u>	9
X. <u>METHOD OF PAYMENT</u>	10
XI. <u>ATTACHMENTS</u>	14
XII. <u>AWARD OF SOLICITATION</u>	15

**REQUEST FOR PROPOSAL
(RFP-2022001)**

Issue Date: 6/27/2022

RFP# 2022001

Title: Ligature Resistant Bedroom Furniture (Youth)

Commodity Code: 41033 & 41034

Issuing Agency:

Mount Rogers Community Services (MRCS)
770 West Ridge Road
Wytheville, Va. 24382

Using Agency And/or Location
Where Work Will Be Performed:

4419 E. Lee Hwy,
Max Meadows, Va. 24382

Period of Contract: From July 15, 2022 Through September 22, 2022 (*The contract shall automatically renew after the first year for each of the first four (4) years after the initial contract is signed unless MRCS or the company so chooses not to renew).

(* If contract has renewal clause)

Sealed Bids Will Be Received Until July 15, 2022 @ 4:00 pm

For Furnishing the Goods/Services Described Herein and Then Opened in Public.

All Inquiries for Information Should Be Directed To: paul.jones@mountrogers.org Phone: (276) 223-3200 x3279.

IF BIDS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF BIDS ARE HAND

<u>DELIVERED, DELIVER TO: 770 West Ridge Road</u>	<u>E. W. Cline JR</u>	<u>1st</u>	<u>Main Receptionist</u>
Street Address	Building	Floor	Room No.

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and, in any schedule, attached hereto is true, correct, and complete.

* Virginia Contractor License No. N/A
Class: _____ Specialty Codes: _____

* DSBSD-certified Small Business No. _____

Name and Address of Firm:

Zip Code: _____

Date: _____

By: _____
(Signature In Ink)

Name: _____
(Please Print)

eVA Vendor ID or DUNS #: _____

Fax Number: () _____

Title: _____

E-mail Address: _____

Telephone Number: () _____

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

SCOPE OF WORK

Issue Date: 6/27/2022

RFP# 2022001

SCOPE OF WORK:

Work consists of the purchasing of ligature resistant bedroom and dining room furniture for a new 12-Bed Youth Crisis Stabilization Unit for Mount Rogers Community Services. Goods shall be delivered to job site and MRCS personnel will set up furniture in facility. A list of items needed are available on the Price Schedule Sheet of this solicitation.

Furniture Requirements:

- Anti Ligature
- Material: made of material which is easy to wipe down and material resist most harsh cleaning chemicals.
- Tamper Resistant & Durable.

Signature: _____

RFP INSTURCTIONS & REQUIREMENTS

Bid Instructions:

1. All items listed under required attachments need to be included in proposal. Please make sure all items have been signed that require a signature or initial.

2. Proposals shall be submitted in a suitable mailing envelope and addressed/label appropriately(see cover sheet).

Required Attachments:

1. Request For Proposal/Coversheet (signed/initialed).
2. Request For Proposal RFP-2022001 (signed/initialed).
3. Scope of Work/Specifications (signed/initialed).
4. Pre-Bid Conference (signed/initialed).
5. Request For Proposal Instructions & Requirements (signed/initialed).
6. General Terms & Conditions (signed/initialed).
7. Special Terms & Conditions (signed/initialed).
8. Pricing Schedule- (signed/initialed).
9. Method of Payment (signed/initialed).
10. Attachments

No additional attachments required only items 1-9

Questions: Any questions concerning conditions, specifications or requirements shall be directed to the bid officer via email: paul.jones@mrcsb.state.va.us

Signing below signifies all attachments are included. If you have excluded any of the attachments (1-7) please list which ones and the reason why below.

Not Included in bid package:

Signature: _____

GENERAL TERMS & CONDITIONS

Issue Date: 6/27/20212

RFP# 2022001

GENERAL TERMS & CONDITIONS: NOT INCLUDED IN BID PACKET.

General Terms and conditions can be provided upon request or can be obtained from link below:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>
(APASM APPENDIX B)

***Mount Rogers CS reserves the right to reject any or all bids.**

Any questions please contact MRCS Procurement Officer

Email: paul.jones@mrccb.state.va.us

Signature: _____

SPECIAL TERMS & CONDITIONS

Issue Date: 6/27/2022

RFP# 2022001

SPECIAL TERMS & CONDITIONS: N/A for this procurement.

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>

***Mount Rogers CS reserves the right to reject any or all bids.**

Any questions please contact Paul Jones

Email: paul.jones@mrcsb.state.va.us

Signature: _____



Pricing Schedule: Wythe Youth CSU (Interior Bedroom/Dining Room Furniture)

NOTE: All items are to be anti-ligature items.

Room No.	Description of Items Needed	Cost	Description of Items Needed	Cost	Total Cost
103-Dinning Room	Chairs (20)Stackable				
	Tables (5) Multi-Purpose 36" round				
	Rocker (1) one piece				
121-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
122-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
123-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
124-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
125-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
126-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
130-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
131-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
132-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
133-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
134-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				
135-Bedroom	Bed(36x80x6) One piece w/storage		Desk-One piece small		
	Mattress (36x80x6) Dorm sewn seam		Desk Chair-One piece small		
	Night Stand(22x 22x2"H)-One piece				

METHOD OF PAYMENT

Issue Date: 6/27/2021

RFP# 2022001

METHOD OF PAYMENT:

Payments will be made to Mount Rogers Community Services when goods have been delivered or a percentage of payment(50%) can be made when goods are ordered and remainder of payment to be made when goods arrive on site. Invoices shall be submitted to Mount Rogers Community Services, 770 West Ridge Road, Wytheville, Va. 24382. Payment for invoices will be in check form and mailed to the address supplied by contractor/vendor.

Signature: _____

ATTACHMENTS

Issue Date: 6/27/2022

RFP# 2022001

ATTACHMENTS:

No additional attachments required only items 1-9 listed on RFP Instructions & Requirements sheet (signed/initialed).

Signature: _____

AWARD OF SOLICITATION

Issue Date: 6/27/2022

RFP# 2022001

AWARD CRITERIA:

An award will be made to the responsive and responsible bidder meeting the requirements of the proposal. Evaluation of this proposal will involve the following criteria and these criteria shall include mandatory requirements, cost, durability of equipment, and lead time on delivery. Mount Rogers Community Services reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award. Mount Rogers Community Services reserves the right to conduct any tests it may deem advisable and to make all evaluations.

Note: All items must meet ligature resistant requirements or solicitation will be rejected.

<u>FOR GOODS</u>	<u>POINT VALUE</u>
1. Price	40
2. Lead Time	30
3. Durability & Longevity of Goods	15
4. Ease of cleaning/resistance to harsh chemicals	15
TOTAL	<u>100</u>

Signature: _____